

Meeting Minutes
Trust Audit, Finance and Resources Committee
Thursday 4 June 2020, 5.00pm
Virtual Meeting via GoogleMeet

Meeting Summary Sheet

Item Ref	Meeting Summary Information
9.	List of Actions from the Meeting MF to publish and circulate the updated Policies as per the usual process.
9.	List of Decisions Taken Under the Scheme of Delegation The updates to the Computer Mobile Device & Online Use Policy – Staff; Computer Mobile Device & Online Use Policy – Students; Conflict of Interest and Data Protection – GDPR Policies were approved.

Meeting Minutes
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Thursday 4 June 2020, *Virtual Meeting*

In attendance: Alex Walmsley –Chair (AW) Rob Bosworth (RB)
 Philip Bostock (PB) Charlotte Davies (CD)
 Richard Jacobs (RJ) Moira Marder (MM)
 Sue Pym (SP)
 Melody Floyde - Clerk to the Trust (MF)

Meeting Minutes

Item Ref	Business	Action
1.	<p>Welcome and Attendance The meeting opened at 17:00.</p> <p>AW welcomed everyone to the virtual meeting. Apologies were received from Rebecca Mitchell (RM).</p>	
2.	<p>Declarations of Interest</p> <p>None were recorded.</p>	
3.	<p>Minutes of Previous meetings</p> <p>The minutes of the meeting held on 22.04.20 were approved as a full and accurate record. The actions from the previous meeting were reviewed and marked as complete.</p>	
4.	<p>Matters Arising</p> <p>None</p>	
For Monitoring		
5.	<p>LGB Finance & Resources Minutes</p> <p>The Finance & Resources Minutes from Whipton LGB held on 12.05.20 were reviewed and no issues noted.</p> <p>All outstanding LGB Minutes will now be tabled at the September AFR meeting.</p>	
6.	<p>Internal Audit</p> <p>The Schedule of Requirements was scrutinised. SP drew attention to an embedded lease for some equipment within the catering contract that had come to light. SP is seeking to buy out this arrangement at cost, and will ensure that we do not have these arrangements in place going forwards. No other issues were raised.</p> <p>There had not yet been a virtual audit visit. When this happens it is likely to be looking at the response to the pandemic and also systems review and procedures for improving restructure. SP is confident that these are all fine.</p>	

7.	<p>Strategic Risk Register/ Risk Impact Review</p> <p>It was noted that the Risk Register is a rapidly changing document, and that the school improvement section is particularly difficult to complete, due to the current uncertainties. The current priority is to get schools back up and running.</p> <p>MM confirmed that the focus will be on quality, online learning, plans to narrow the gap and support disadvantaged children and summer provision during the holidays. The Trust Primaries are now open, so the next priority is to open the Secondaries in the next few weeks.</p> <p>RJ queried Sodexo’s work within schools relating to catering and cleaning, and if they were co-operating with the new requirements. CD confirmed that Sodexo are performing reasonably well in terms of additional requirements. However, they are not flexible around certain aspects i.e. catering as they are operating on a large scale so cannot respond individually to requests. On the whole, due to the work going on with the PFI contract, this is as good as can reasonably be expected. RJ queried if there had been any extra charges. CD noted that Sodexo had mentioned they may seek to recover additional costs, relating to catering, but that this had not been quantified. DCC and MSEL have been very clear that there is contractually no obligation to recompense Sodexo for lost revenue and there has been a robust response to this. CD confirmed that this was positive that the contractual aspects are on the Trust’s side.</p> <p>PB noted that the scenario planning document was very helpful. He queried the column “full return from 2020” that referred to planning for 40% non-return of staff and students and queried the basis for this. MM confirmed that this was based on the number of staff who are not currently available and considering if this would continue. There is no exact science, but the plan is to create a flexible timetabling model to use staff more flexibly. The correlation between the number of staff and students was noted. MM noted that there are currently a number of staff being supported, who are not working for a range of reasons. It was also noted that there were limits to the size of the estate which would lead to delivering education using rotas. Clear Guidance from the Government is awaited.</p> <p>MM noted that further guidance was needed from the Government about what 2020-21 would look like. Blended learning is likely to be the way of the future. MM is optimistic as it is being dealt with as a Trust, rather than at individual school level, so staff can be moved around if needed. This puts us in a good place and the focus is on a “can do” approach. The Trust is currently in a good place and can work together to find solutions.</p> <p>AW noted the sense of uncertainty around the degree of involvement of the LGBs in the reopening of schools. LGBs should be monitoring and assessing the risk to mitigate this in each school, we are reliant on local Governors to do this. CD confirmed that the LGBs are being used throughout the process to ensure that they have sight of, and ownership, of the risk assessments. There is a centrally co-ordinated approach to monitoring these. We are now moving into the monitoring and review stage, and need to ensure that this is captured in what is recorded. Some of the new measures will need to be incorporated into the normal health and safety cycle of business for schools.</p> <p>The secondaries are now at the stage of putting together and finalising their risk assessments. The timeframe has been challenging due to the guidance being released and the lack of clarity with this. There will also be additional oversight from the Executive before</p>	
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	<p>being put forward to the Trustees for sign off. There is a broad framework outside of the Risk Assessments to support this. The unions are also involved, they are providing strong challenge to the risk assessments and working practices.</p> <p>The feedback from staff and parents at primary schools has been very positive. Rates of attendance are surprisingly high at this stage and are currently at 50-70% and this is increasing.</p> <p>RJ noted the importance of issuing guidance to schools and LGBs on what needs to be done, and then having oversight of this. CD confirmed that this works positively in both directions, and there is reassurance from the sharing of best practice across the Trust.</p>	
For Approval		
8.	<p>Financial Update and Budget 2020/21 Approval</p> <p>CD gave an overview of the circulated papers. A full record of the discussion is recorded in Part B of the Minutes</p>	
9.	<p>Updated Policies for Approval</p> <p>The minor changes to the updated policies were approved:</p> <ul style="list-style-type: none"> • Computer Mobile Device & Online Use Policy - Staff • Computer Mobile Device & Online Use Policy - Students • Conflict of Interest Policy • Data Protection – GDPR <p>Action: MF to circulate the Policies and follow usual process for publishing.</p>	MF
For Information		
10.	<p>Growth / Management Agreements</p> <p>PB noted that there had been no significant changes since the Board Meeting. A full record of the discussion is recorded in Part B of the minutes.</p>	
11.	<p>PFI Update</p> <p>AW updated on the recent PFI Working Group Meeting on 21.05.20. Wynstream are on board and St Peter’s have followed up since the meeting in a supportive way. The project is proceeding as planned and, once formal consent from the two schools is received, we can move forward quickly.</p> <p>The underlying message from the non-Trust schools was that Rachel Carter is doing a fantastic job in ensuring quality service provision. This has been shown in the improvement in service level provision over recent months. This was noted for the record.</p>	
Any Other Business and Next Meeting Date		
	<p>None Raised.</p> <p>Date of next meeting: Wednesday 23 September, 5.00pm, TBC</p> <p>The meeting closed at 18:20</p>	



Signed by the Chair of the Committee:

A P Walsley

Date: 23.09.20